



RECORDS DISPOSITION
MANAGEMENT

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PROCEDURE

Introduction

Definitions

1. Public Records - This includes any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics and including all copies thereof, that have been made by or received by any agency of the State of Washington in connection with the transaction of public business. (RCW 40.14)
2. Records Management - The application of administrative management techniques to ensure the adequacy, propriety, essentiality, and efficiency of documentation and records maintenance and disposition.
3. Records Disposition Management - A records management technique aimed at the systematic, timely, and effective disposal or removal of obsolete or inactive records from expensive office space and the effective, but economical preservation of records of permanent value.
4. Records Officer (Archivist) - An individual appointed to supervise and coordinate the District's Records Management Program, to serve as liaison with the State Division of Archives and Records Management, and to represent the District before the State Local Records Committee.
5. Records Coordinator - An individual appointed to coordinate the Records Management Program between the archivist and the office of record.

Procedure

1. The Archivist provides records retention schedules from the Washington State School District General Records Retention Schedules and/or prepares schedules as needed and submits them for state approval.



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2. The Records Coordinator
 - a. Prepares inactive or semi-active records for transfer to the Archives for storage until the retention period is over. This requires the use *of* archive boxes (a warehoused stock supply item), labels, and transmittal forms (provided by the Archives).
 - b. Prepares disposable records for transfer to the Archives for destruction preceded by a completed transmittal form. Sturdy, closed non-archive boxes may be used.
 - c. Prepares records that have permanent administrative, legal, fiscal, research, historical, or archival value for transfer to the Archives for permanent storage. Archive boxes, labels, and transmittal forms must be used. .
3. The Archivist provides packing instructions and coordinates the physical transfer *of* records to the Archives.
4. The Archivist receives, processes, and shelves transferred records, returns a copy *of* the transmittal form to the office *of* origins and provides retrieval services upon request.
5. The Archivist receives records for destruction, provides Records Destruction Notices to the office *of* origin, and coordinates the physical destruction *of* records through the District recycling program.

NOTE: Destruction - The state requires that records eligible for destruction be reduced to an illegible condition. Placing records in waste baskets or dumpsters does not result in the destruction *of* records, since this material becomes land-fill. Small amounts can be hand-shredded before placing in District waste containers. The recommended method, however, is through the recycling program coordinated by the Archivist.